

NOTICE

There is a job vacancy with the **Bay County Health Department**.

JOB TITLE: Maternal and Children's Services Manager

RATE OF PAY: \$51,147.20/annually entry, progressing to \$58,094.40/annually after 4 years (MB11)

In accordance with the Agreement between the County of Bay and the Bay County Association of Managers, Professionals and Supervisors (B.C.A.M.P.S.), qualified County employee applicants may first be considered.

General Summary: Directs the services provided to mothers and children by the division. Those services include, but are not limited to, the following services and programs: Maternal Infant Health Program (MIHP); Immunization Clinic; Hearing and Vision (includes Otology Clinic); Lead Services Program; Children's Special Health Care Services; Communicable Disease, STD/HIV Health Screening; Early On (Contract). Supervises staff members, and is responsible for the efficient and effective operation of the division. Provides professional oversight of all nursing staff. The position is under the direct supervision of the Health Director and is under the general supervision of the County Executive.

Typical Duties:

1. Makes recommendations regarding the annual budget for the health department, and closely monitors the budget throughout the year, promptly bringing any unusual developments to the attention of the Health Director.
2. Schedules staff; approves or denies requests for leaves; counsels or disciplines employees when necessary; makes authoritative recommendations regarding the applicants to hire to fill vacancies.
3. Manages services and programs so that they are in compliance with local, state, and federal requirements; inspects the county worksite for sanitation and safety.
4. Collaborates with other providers of community services; assists with and supports the conversion of manual records to computerized systems.
5. Closely oversees the payroll function. Records payroll on time sheets provided by Finance. Ensures employee support documentation is signed and accurate.
6. Approves or denies requests for travel and training; may coach and train employees regarding job performance; schedules training; may recommend adjustment of grievances; makes job assignments; directs employees in the division.
7. Attends meetings of the Board of Commissioners and its committees when necessary; approves payments of bills; signs vouchers to order equipment and office supplies.
8. Serves as Accreditation and Quality Improvement Coordinator.
9. Is responsible for quality assurance of all services provided; ensures that local, state, and federal guidelines and requirements are met for programs and services.
10. Attends meetings with other agencies and units of government as the representative of the Health Department; develops written guidelines for the Health Department as needed. May participate in the following: Great Start Collaborative Steering Committee; MIHP Coordinator meetings; Nurse Administrator forum meetings; Adult Needs and Resources Task Force and Durable Medical Equipment Redistribution Task Force.
11. Oversees safety practices and use of equipment in compliance with requirements of MIOSHA; ensures the division follows requirements regarding confidentiality.
12. Effectively and thoroughly prepares for evaluations of the division performed by other governmental entities or other organizations.
13. Collaborates with other service providers in the department and outside of the department.
14. Performs outreach to include appearances on BAY3TV.
15. Periodically, surveys clients regarding clients' opinions about the quality and quantity of services provided in accordance with agency policy.
16. Participates in emergency preparedness training exercises.
17. Responsible for maintaining and updating as needed the Exposure Control manual, the Infection Control policy manual.
18. Responsible for writing and reviewing policies/protocols, such as: standing orders for vaccines; policies in MIHP, Immunization Clinic, Communicable Disease, STD/HIV, CSHCS and Infection Control.
19. Is responsible for the oversight of nursing student interns and Region VII Area on Agency workers.
20. Responsible for preparing and submitting various reports, including IAP Plan/reports and Medicaid Outreach reports due quarterly.
21. In times of a public health emergency, may be required to report for specialized assigned duties inside or outside of Bay County. Perform emergency response roles, as required.
22. All other duties as assigned.

The above statements are intended to describe the general nature of work being performed by people assigned this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified.

QUALIFICATIONS: Bachelor's degree in nursing field is required. Master's degree preferred. Supervisory experience is required, as well as considerable experience in operating programs. Public Health experience preferred. Knowledge of Federal and State Public Health and Nursing regulations and laws. Computer experience required; experience using the County's financial software system (MUNIS), the Health Department's clerical/financial software (Virtual Health Network) and CherryLan a plus. Proficient in MS Word and Excel spreadsheets. Must have reliable transportation and a valid Michigan motor vehicle operating license. Must meet any state standards required for holding the position. Good communications, writing, and organizational skills are required. Applicants may be required to take written and/or other examinations.

Physical: This position involves sitting, being mobile, bending and/or standing for significant periods of time. Additional requirements include the ability to move objects according to the following weight & frequency: Generally, up to 10 pounds of force from zero one third of the time. These requirements are with or without reasonable accommodation.

Make application online at www.baycounty-mi.gov or at the Bay County Personnel Department, 515 Center Avenue, Suite G102, Bay City, MI 48708-5121 no later than 4:00 p.m. Tuesday, July 31, 2012.

AN EQUAL OPPORTUNITY EMPLOYER

"BAY COUNTY DOES NOT DISCRIMINATE ON THE BASIS OF DISABILITY STATUS IN ADMISSION OR ACCESS TO, OR TREATMENT OR EMPLOYMENT IN, ITS PROGRAMS AND ACTIVITIES."